



USAID
FROM THE AMERICAN PEOPLE

EL SALVADOR

SOLICITATION NUMBER: 72051924R10002

ISSUANCE DATE: October 6, 2023

**CLOSING DATE/TIME: October 20, 2023 /11:59 PM
El Salvador time**

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCN PSC – Local Compensation Plan)

TITLE: Project Management Assistant (Democracy and Governance)

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1** of this solicitation. Incomplete offers will not be considered. Offerors should retain copies of all offer materials for their records.

USAID will evaluate all offerors based on the stated evaluation criteria. USAID encourages all individuals, including those from disadvantaged and under-represented groups, to respond to the solicitation.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to the Point of Contact specified in the Attached 1.

Sincerely,

Sara Mohy Suliman Digitally signed by
Sara Mohy Suliman
Date: 2023.10.05
17:04:21 -06'00'

**Sara Suliman
Contracting Officer**

U.S. Agency for International Development
Mission to El Salvador
c/o United States Embassy
Blvd. y Urb. Santa Elena
Antiguo Cuscatlán, La Libertad
El Salvador, Centro América

Tel: (503) 2501-2999
Fax: (503) 2298-0885
www.usaid.gov/el-salvador

I. GENERAL INFORMATION

1. SOLICITATION NO.: 72051924R10002

2. ISSUANCE DATE: October 6, 2023

3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS: October 20, 2023 / 11:59 PM El Salvador time

4. POINT OF CONTACT: Executive Office / USAID, El Salvador; e-mail at ssvacancies@usaid.gov

5. POSITION TITLE: Project Management Assistant (Democracy and Governance)

6. MARKET VALUE: \$25,754.00 - \$41,207.00 equivalent to **FSN-09**.

In accordance with **AIDAR Appendix J** and the Local Compensation Plan of the U.S. Mission in El Salvador. Final compensation will be negotiated within the listed market value.

7. PERIOD OF PERFORMANCE: USAID expects the successful offeror to provide continuous services under a series of sequential contracts subject to availability of funds.

8. PLACE OF PERFORMANCE: USAID/El Salvador with possible travel as stated in the Statement of Duties.

9. ELIGIBLE OFFERORS: This position is open to **All Interested Offerors**. ALL OFFERORS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

1. Current employees serving a probationary period are not eligible to apply.
2. Current employees with unsatisfactory performance are not eligible to apply.
3. Management will consider nepotism/conflict of interest, budget, and residency status in determining a successful offeror.

10. SECURITY LEVEL REQUIRED: Selected offeror must be able to obtain a favorable Security Certification for employment authorization from the U.S. Embassy's Regional Security Office.

11. STATEMENT OF DUTIES**a) General Statement of Purpose of the Contract**

The Project Management Assistant (Democracy and Governance) is located in the USAID/El Salvador Democracy and Governance Office and directly reports to the reports to the Support Team Leader Program Officer.

The incumbent assists with the administration of development assistance and serves two roles: first as Project Management Assistant to DG's core program, procurement, budgets, financial planning, and management. In this role the assistant specifically liaises with the Democracy and Governance Program Officer, and key staff in the Program Office, Office of Financial Management, and Procurement Office. The second role is to provide administrative and logistic support to the DG Office.

b) Statement of Duties to be Performed

USAID Project Management Assistant (PMA) positions assist in the administration of development assistance projects in the supported development sector's portfolio. Such duties entail coordination with myriad stakeholders to execute in a fully effective manner.

The following functions broadly cover the range of duties and continuing responsibilities for the position titled Project Management Assistant:

- 1. Office Administration - Management and Administrative Support** **25%**
 - Office Management: Provides administrative support to the office/section. Maintains calendars, organizes meetings, prepares agendas, manages office information processes, and composes routine correspondence. Maintains office equipment and maintains expendable property supplies. Serves as timekeeper for the office/section, as backup to the Mission's primary timekeeper, and backup to other administrative staff in the Mission.
 - Travel Support: Serves as a travel arranger and supports planning and processing actions for TDY travel. Facilitates logistical support, such as motor pool reservations, Embassy visitor access requests, security clearance transfers, and electronic Country Clearance (eCC) actions.
- 2. Monitoring and Evaluation Support - Performance Monitoring, Data Analysis, and Reporting** **25%**
 - Performance Monitoring: Support AORs and CORs to monitor implementer performance and evaluate conformance to the technical requirements and quality standards agreed to in the terms of any given award. Support site visits to gather data and verify progress toward activity objectives.
 - Data Analysis: Obtains project and activity level data, ensures data is accurately entered into Agency repositories, and performs supporting analysis of information to assess overall portfolio performance.
 - Reporting: Prepares drafts, edits, reviews, and updates performance reporting documentation. This includes both internal and external circulating documents (various memos, spreadsheets, databases, checklists, etc.) as mandated by Mission and USAID regulations.
- 3. Financial Management - Budgeting and Compliance** **20%**

- Budgeting: Support management of the financial operations of the technical office portfolio, including leading budget exercises, performing accruals, incremental funding actions, and related activities.
- Compliance: Ensure that all applicable Agency regulations, policies, and procedures for the financial management authorities within the position's purview, are followed and that activities maintain compliance.

4. Stakeholder Engagement Support - Protocol/Event Management, Partnerships and Collaboration 10%

- Protocol and Event Management: Organizes representational events, manages information flows, maintains notes of meetings, and facilitates external stakeholder communications. This includes written and verbal communication that conveys Agency standards, policies, and priorities.
- Partnerships and Collaboration: Support efforts to build partnerships and communities of practice by serving on internal/external working groups, committees, technical review panels, and other administrative or governing bodies. Maintain the contact management system and/or contact database for sector specific stakeholders.

5. Contract, Cooperative Agreement, and Grant Administration - Activity Manager and Alternate Representative 10%

- Activity Management: Maintain routine communication with AORs/CORs, and report on award performance to enable effective oversight and direction in accordance with activity objectives.

6. Records Management - Advisory Support and Content Management 10%

- Advisory Support: Support the Records Liaison Officer or alternate and serve as the primary contact for the office/section. Advise on managing records of all monitoring and oversight efforts, site visits, correspondence with grantees/contractors, and other relevant actions undertaken by supported AOR/COR/AM staff.
- Content Management: Creates, organizes, and maintains physical and electronic filing systems in support of the office/section. Prepares, obtains, manages, and coordinates content for intranet and outreach activities.

The contractor is eligible for temporary duty (TDY) travel to the United States, or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

c) Supervisory Relationship

- 1. Supervision Received:** The position reports to the Program Officer.
- 2. Supervision Exercised:** The position is non-supervisory.

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- a. **Education:** A minimum completion of two years of university/college studies in field(s) related to international development, political science, public administration, economics, or similar discipline is required. **(Offerors must submit a copy of the University/College transcripts).**
- b. **Prior Work Experience:** A minimum of five years of professional work experience in an administrative or project support role in the fields of development assistance is required.
- c. **Language Proficiency:** Level 4 (fluent) English and local language proficiency, both oral and written, is required. (This will be tested)
- d. **Job Knowledge:** The job holder must have knowledge or the potential to acquire knowledge of USAID operations, office management practices, and standard office support functions. Knowledge or the potential to acquire knowledge of the ADS, FAM, and Standardized Regulations, as pertains to job functions, is required. The position must have knowledge or the potential to acquire knowledge of USG file management. (This may be tested)
- e. **Skills and Abilities:** Must be tactful, persistent, customer-focused, and effective in dealing with colleagues and counterparts in the performance of these duties. Must deal respectfully with host country officials, ministries, embassies, airlines, companies. Computer skills are required; must be able to use various business software applications. (This may be tested)

III. EVALUATION AND SELECTION FACTORS

The Government may award a contract without discussions with offerors in accordance with [FAR 52.215-1](#). The CO reserves the right at any point in the evaluation process to establish a competitive range of offerors with whom negotiations will be conducted pursuant to [FAR 15.306\(c\)](#). In accordance with [FAR 52.215-1](#), if the CO determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of offerors in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>.

USAID may conduct reference checks, including references from individuals who have not been specifically identified by the offeror, and may do so before or after an offeror is interviewed.

1. Offerors will be initially screened based on the extent to which the individual meets the minimum qualifications above.
2. A Technical Evaluation Committee (TEC) will review and evaluate the offers that meet the minimum requirements and will create a ranking of the most highly rated and technically qualified offerors based on the following evaluation criteria:

Prior Work Experience (40%)

Job Knowledge (30%)

Skills and Abilities (30%)

As assessed against the Technical Evaluation criteria, offerors who possess qualifications that exceed the minimum requirements may be awarded additional points/credit in the evaluation process.

3. The TEC will conduct interviews of the most highly rated offerors before making a selection recommendation to the Contracting Officer (CO). The interview will be one of the determining factors in the final selection.
4. Before a final offeror is selected for the position, the CO will direct the TEC or the Human Resources Division to perform professional reference checks and they will also be factored into the final selection.
5. At the end of the process, only the Offerors who are invited for an interview will be notified of the TEC final selection.

IV. SUBMITTING AN OFFER

1. Interested offerors for this position must complete and submit the following form or the offers will not be considered: **Application for US Federal Employment (DS-174 English version)**, which is available on our website <https://eforms.state.gov/Forms/ds174.pdf>
2. Offerors must submit the DS-174 to ssvacancies@usaid.gov and clearly reference the solicitation number and Position Title on all offeror submitted documents.
3. **Offerors must submit a copy of the University/College transcripts.**
4. Offerors may submit any other documentation (e.g., cv, cover letter, essays, certificates, awards, etc.) that addresses the qualification requirements of the positions as listed above.
5. Offers must be received by the closing date and time specified in **Section I, item 3**, and submitted to the Point of Contact in **Section I**.

6. Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

1. Once the CO informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete and submit the appropriate forms.

VI. BENEFITS AND ALLOWANCES

As a matter of policy, and as appropriate, a Cooperating Country National (CCN) PSC is authorized benefits and allowances in accordance with AIDAR Appendix J and the LCP of the U.S. Mission in El Salvador.

VII. TAXES

Locally employed staff are required to follow Mission policy and local labor law as described in the LCP.

VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing CCNPSC award are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, “Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad,” including **contract clause “General Provisions,”** available at <https://www.usaid.gov/ads/policy/300/aidar>
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>. Pricing by line item is to be determined upon contract award as described below:

LINE ITEMS

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: <i>[e.g., R497]</i> - Accounting Info: <i>[insert one or more citation(s) from Phoenix/GLAAS]</i>	1	LOT	\$ _TBD__	\$ _TBD at Award after negotiations with Contractor —

3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (**AAPDs/CIBs**) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>
4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch**,” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2 and 5 CFR 2635**. See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations>
5. **PSC Ombudsman.** The PSC Ombudsman serves as a resource for any Personal Services Contractor who has entered into a contract with the United States Agency for International Development and is available to provide clarity on their specific contract with the Agency. Please visit our page for additional information: <https://www.usaid.gov/partner-with-us/acquisition-assistance-ombudsman/psc-ombudsman>

The PSC Ombudsman may be contacted via: PSCOmbudsman@usaid.gov

6. FAR Provisions Incorporated by Reference

52.204-27 - PROHIBITION ON A BYTEDANCE COVERED APPLICATION - (JUN 2023)